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*Orig. to Chief 74529  
with request to review  
and submit recommendations and also  
prepare appropriate reply to O + M  
31 July 53 [Signature]*

The Comptroller

THRU : Management Officer

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Observations and Suggestions Relative to CIA Finance Records

1. A recent study has indicated that basic allottee records of CIA are deficient. This deficiency has been recognized by your office and the memorandum of the Deputy Comptroller of 29 June 1953, to the Chief, Administration, DD/P is an excellent proposal to overcome these deficiencies in that particular Area. It is regrettable that reluctance to adopt these proposals has developed. On the other hand, the immediate need for the correction of the deficiencies and the establishment of accurate financial records and reports is so apparent that it is imperative that the Comptroller take immediate positive action. Failure to do this will probably result in the necessity for him to withhold sufficient funds to cover possible over-obligations. This will have the effect of further unnecessarily curtailing the activities of CIA beyond that made necessary by any decrease in appropriations.
2. The responsibilities placed on the Comptroller by CIA Regulation [redacted] dated 20 March 1953, makes it obligatory that some action be taken for his own protection.
3. The following recommendations are therefore offered to the Comptroller for his consideration:
  - a. The Comptroller's Certifying Officers should cease to certify to the availability of funds in allotments made by the Comptroller to the various elements of CIA.
  - b. Finance or Fiscal Division should be instructed to withhold payment on any item charged to the account of any allottee unless a certification that funds are available in the allotment charged has been previously or concurrently made by the allottee or his designee. In the absence of such certification, the Finance or Fiscal Division should return item for such certification.
  - c. Monthly reports of unobligated balances submitted to the Comptroller's Office by the allottees should be signed by the allottee or his deputy. This will tend to make the allottee financial conscious.

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- d. Authority should be requested by the Comptroller from the DCI to issue a reprimand in his name to any allottee whose allotment becomes over-obligated, a copy of which should be placed in the individual's personnel file. This memorandum should be issued for the first offense. Subsequent offenses should be brought to the attention of the DCI by memorandum from the Comptroller for such administrative action as the DCI deems necessary.
- e. A copy of the memorandum instructing Finance or Fiscal Division to withhold payment on any item (as referred to in paragraph 3b above) should be sent to all allottees with a cover memorandum stating the need for accurate records and requesting the reports referred to in paragraph 3c above. This memorandum should also inform the allottees of the fact that disciplinary action will be taken in the future when over-obligation takes place.
- f. The Comptroller should request the Director of Training to establish a short, concise course of instruction for the Budget and Finance Officers of the various elements of CIA and request all allottees to make their Budget and Finance Officers available for such instruction. The Comptroller's Office, in conjunction with the Director of Training, should design the course of instruction and the types of forms to be used. This will have the effect of eventually standardizing within all elements of CIA, the accounting systems and forms approved by the Comptroller.
- h. This Office will be glad to draw up any procedure and/or memorandums which may be desired in order to implement any or all the above recommendations.

I concur

W. L. PEARL

Management Officer

July 29, 1953

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